Program Assistant – EMBA Program

The American University in Dubai invites qualified applicants to apply for the position of Program Assistant – EMBA Program

The fundamental responsibility of this position to support the EMBA Program and Program Director in all effective business and the operational functioning of the EMBA program and the EMBA Program Director office.

Principle Responsibilities:

* Meet all visitors and guide them to appropriate personnel
* Arrange and manage workshops, seminars and conferences for the EMBA Program
* Take and distribute messages for the Program Director
* Make appointments for the Program Director
* Schedule faculty meetings
* Prepare university evaluation schedules for all faculty members
* Overlook the process of EMBA Faculty evaluation on a term basis
* Develop and manage the EMBA Faculty vacation scheduling report
* Develop and manage the EMBA Faculty class cancellation scheduling report
* Assist in the preparation of support documentation, such as course syllabi and sample mid-term exams for newly arrived EMBA Faculty
* Assist in the preparation of accreditation documentation, standards, polices, and procedures
* Provide administrative support and assistance to the Office of the Program Director, in the various functions and activities carried out by this Office
* Maintain a filing system for the EMBA Program and Office of the Program Director
* Maintain and update the mailing list used in all official correspondence by the Program Director
* Maintain the meeting schedules (times and places) of Curriculum Committee, Advisory Board and the other committees to which faculty may belong
* Arrange IT support for EMBA classes
* Serve as point of contact for administrative related queries from EMBA program participants
* Arrange and supervise catering requirements for EMBA program classes
* Other related duties as assigned

Essential Qualifications:

* Bachelor’s degree from an accredited institution

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already resident in Dubai.

Interested applicants must submit the following requirements via email to [recruitment@aud.edu](mailto:recruitment@aud.edu).

(Please state the title of the position as the subject of the email)

* Cover letter
* Updated CV
* Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

***Angele El Khoury***

***Director of Human Resources***

The American University in Dubai

P. O. Box 28282, Dubai, U.A.E.

*No telephone calls please.*

*While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.*